

**BRIDGE PARK NEW COMMUNITY AUTHORITY
BOARD OF TRUSTEES**

INITIAL ORGANIZATIONAL MEETING

July 21, 2015

8:30 A.M.

City of Dublin Council Chambers
5200 Emerald Parkway
Dublin, Ohio 43017

AGENDA

- I. Roll Call (TAB #1)
- II. Oaths of Office (TAB #2)
- III. Election of Chairperson and Vice Chairperson and Selection of Secretary and Treasurer
- IV. Reports and Communications from Officers of the Board
 - A. City Report
 - B. Developer Report
- V. Consideration of Resolutions
 - A. Resolution No. 2015-01 – Authority By-Laws Resolution is a resolution adopting by-laws with respect to the operation of the Board pursuant to Ohio Revised Code Section 349.04. (TAB #3)
 - B. Resolution No. 2015-02 – Authority Public Records Resolution is a resolution adopting a public records policy and records retention schedule for the Authority and the Board in compliance with Ohio Revised Code Section 121.22. (TAB #4)
 - C. Resolution No. 2015-03 – Authority Insurance Resolution is a resolution providing for the adoption of insurance and bond coverage for the Authority and the Board pursuant to Ohio Revised Code Section 349.04. (TAB #5)
- VI. Other Business
- VII. Establish Next Meeting Date
- VIII. Adjournment

TAB #1

**BRIDGE PARK NEW COMMUNITY AUTHORITY
BOARD OF TRUSTEES
CITY OF DUBLIN, OHIO**

MEMBER CONTACT INFORMATION

Updated July 21, 2015

Josiah Huber

Director

DiPerna Economic Development Advisors

21 East State Street, Floor 22

Columbus, Ohio 43215

Phone: (440) 223-9299

Email: jhuber@dipernafinancial.com

Appointed Developer Representative

Term: March 19, 2015 through March 18, 2016

Lynn Readey

Associate Vice President for Facilities Operation and Development

The Ohio State University

7677 Riverside Drive

Dublin, Ohio 43016

Phone: (614) 247-8704

Email: lreadey@columbus.rr.com

Appointed City Representative

Term: March 23, 2015 through March 22, 2016

Matt Starr

Director of Development

Crawford Hoying Development

555 Metro Place North, Suite 600

Dublin, Ohio 43017

Phone: (614) 335-2020

Email: mstarr@crawfordhoying.com

Appointed Developer Representative

Term: March 19, 2015 through March 18, 2017

Rick Schwieterman

Executive Vice President, Chief Financial Officer, and Treasurer

OCLC

8546 Preston Mill Court

Dublin, Ohio 43017

Phone: (614) 764-6000

Email: schwietr@oclc.org; copy to: sammonsp@oclc.org

Appointed City Representative

Term: March 23, 2015 through March 22, 2016

Ace Strip

Attorney
5482 Aryshire Drive
Dublin, Ohio 43017
Phone: (614) 228-6345
Email: acs@columbuslawyer.net
Appointed Local Government Representative
Term: March 23, 2015 through March 22, 2017

Sheri Tackett

Founder and Chief Executive Officer
Delta Energy Services
555 Perimeter Drive
Dublin, Ohio 43017
Phone: (614) 339-2606
Email: stackett@deltaenergyllc.com
Appointed City Representative
Term: March 23, 2015 through March 22, 2017

Chris Wagner

Vice President of Commercial Management
Crawford Hoying Development
555 Metro Place North, Suite 600
Dublin, Ohio 43017
Phone: (614) 335-2020
Email: cwagner@crawfordhoying.com
Appointed Developer Representative
Term: March 19, 2015 through March 18, 2016

TAB #2

**BRIDGE PARK NEW COMMUNITY AUTHORITY
BOARD OF TRUSTEES
CITY OF DUBLIN, OHIO**

OATH OF OFFICE

I, Josiah Huber, swear or affirm to honestly and faithfully perform the duties of my office as an elected member to the Board of Trustees of the Bridge Park New Community Authority, and I will support the constitutions of the United States of America and of the State of Ohio during the term of my office.

Sworn to this 21st day of July, 2015.

Josiah Huber, Member
Board of Trustees
Bridge Park New Community Authority

Subscribed to before an officer authorized to administer oaths in the State of Ohio.

Robert F. McCarthy, Esq.
Bricker & Eckler LLP

Seal:

**BRIDGE PARK NEW COMMUNITY AUTHORITY
BOARD OF TRUSTEES
CITY OF DUBLIN, OHIO**

OATH OF OFFICE

I, Lynn Readey, swear or affirm to honestly and faithfully perform the duties of my office as an elected member to the Board of Trustees of the Bridge Park New Community Authority, and I will support the constitutions of the United States of America and of the State of Ohio during the term of my office.

Sworn to this 21st day of July, 2015.

Lynn Readey, Member
Board of Trustees
Bridge Park New Community Authority

Subscribed to before an officer authorized to administer oaths in the State of Ohio.

Robert F. McCarthy, Esq.
Bricker & Eckler LLP

Seal:

**BRIDGE PARK NEW COMMUNITY AUTHORITY
BOARD OF TRUSTEES
CITY OF DUBLIN, OHIO**

OATH OF OFFICE

I, Rick Schwieterman, swear or affirm to honestly and faithfully perform the duties of my office as an elected member to the Board of Trustees of the Bridge Park New Community Authority, and I will support the constitutions of the United States of America and of the State of Ohio during the term of my office.

Sworn to this 21st day of July, 2015.

Rick Schwieterman, Member
Board of Trustees
Bridge Park New Community Authority

Subscribed to before an officer authorized to administer oaths in the State of Ohio.

Robert F. McCarthy, Esq.
Bricker & Eckler LLP

Seal:

**BRIDGE PARK NEW COMMUNITY AUTHORITY
BOARD OF TRUSTEES
CITY OF DUBLIN, OHIO**

OATH OF OFFICE

I, Matt Starr, swear or affirm to honestly and faithfully perform the duties of my office as an elected member to the Board of Trustees of the Bridge Park New Community Authority, and I will support the constitutions of the United States of America and of the State of Ohio during the term of my office.

Sworn to this 21st day of July, 2015.

Matt Starr, Member
Board of Trustees
Bridge Park New Community Authority

Subscribed to before an officer authorized to administer oaths in the State of Ohio.

Robert F. McCarthy, Esq.
Bricker & Eckler LLP

Seal:

**BRIDGE PARK NEW COMMUNITY AUTHORITY
BOARD OF TRUSTEES
CITY OF DUBLIN, OHIO**

OATH OF OFFICE

I, Ace Strip, swear or affirm to honestly and faithfully perform the duties of my office as an elected member to the Board of Trustees of the Bridge Park New Community Authority, and I will support the constitutions of the United States of America and of the State of Ohio during the term of my office.

Sworn to this 21st day of July, 2015.

Ace Strip, Member
Board of Trustees
Bridge Park New Community Authority

Subscribed to before an officer authorized to administer oaths in the State of Ohio.

Robert F. McCarthy, Esq.
Bricker & Eckler LLP

Seal:

**BRIDGE PARK NEW COMMUNITY AUTHORITY
BOARD OF TRUSTEES
CITY OF DUBLIN, OHIO**

OATH OF OFFICE

I, Sheri Tackett, swear or affirm to honestly and faithfully perform the duties of my office as an elected member to the Board of Trustees of the Bridge Park New Community Authority, and I will support the constitutions of the United States of America and of the State of Ohio during the term of my office.

Sworn to this 21st day of July, 2015.

Sheri Tackett, Member
Board of Trustees
Bridge Park New Community Authority

Subscribed to before an officer authorized to administer oaths in the State of Ohio.

Robert F. McCarthy, Esq.
Bricker & Eckler LLP

Seal:

**BRIDGE PARK NEW COMMUNITY AUTHORITY
BOARD OF TRUSTEES
CITY OF DUBLIN, OHIO**

OATH OF OFFICE

I, Chris Wagner, swear or affirm to honestly and faithfully perform the duties of my office as an elected member to the Board of Trustees of the Bridge Park New Community Authority, and I will support the constitutions of the United States of America and of the State of Ohio during the term of my office.

Sworn to this 21st day of July, 2015.

Chris Wagner, Member
Board of Trustees
Bridge Park New Community Authority

Subscribed to before an officer authorized to administer oaths in the State of Ohio.

Robert F. McCarthy, Esq.
Bricker & Eckler LLP

Seal:

TAB #3

**BOARD OF TRUSTEES
BRIDGE PARK NEW COMMUNITY AUTHORITY**

The Board of Trustees (the “Board”) of the Bridge Park New Community Authority (the “Authority”) met on July 21, 2015 at 8:30 a.m. in the Council Chambers of Dublin City Hall, 5200 Emerald Parkway, Dublin, Ohio 43017, with the following members present:

M__.

M__.

M__.

M__.

M__.

M__.

M__.

M__. introduced the following resolution and moved its passage:

RESOLUTION NO. 2015-01

A RESOLUTION ADOPTING BY-LAWS PURSUANT TO OHIO REVISED
CODE SECTION 349.04.

WHEREAS, the Bridge Park New Community Authority (the “Authority”) has been created and the Board of Trustees of the Authority (the “Board”) has been appointed pursuant to the authority contained in Ohio Revised Code Chapter 349; and

WHEREAS, pursuant to Ohio Revised Code Section 349.04, the Board is obligated to establish by-laws governing the administration of the affairs of the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Board that:

Section 1. This Board hereby formally adopts the By-Laws of the Bridge Park New Community Authority Board of Trustees (the “By-Laws”), which By-Laws are attached as Exhibit A to this Resolution.

Section 2. This Board hereby finds and determines that all formal actions taken relative to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements.

Section 3. This Resolution shall be in full force and effect immediately upon its passage.

M__. seconded the motion and, after discussion, a roll call vote was taken and the results were:

Voting Aye: _____

Voting Nay: _____

Passed: July 21, 2015

BOARD OF TRUSTEES, BRIDGE PARK
NEW COMMUNITY AUTHORITY

Attest: _____
Secretary Chairperson

CERTIFICATE

The undersigned Secretary of the Board of Trustees of the Bridge Park New Community Authority hereby certifies that the foregoing is a true copy of a resolution duly passed by the Board of Trustees of said Authority on July 21, 2015.

Secretary
Bridge Park New Community Authority

Exhibit A

By-Laws of the Bridge Park New Community Authority Board of Trustees

BY-LAWS
OF THE
BOARD OF TRUSTEES
OF THE
BRIDGE PARK NEW COMMUNITY AUTHORITY

The Bridge Park New Community Authority Financing Authority (the “Authority”) was established under Chapter 349 of the Ohio Revised Code pursuant to Ordinance Number 25-15, approved March 19, 2015 by the City Council of the City of Dublin, Ohio.

These by-laws represent the official action of the Board of Trustees pursuant to the authority granted them under Chapter 349 of the Ohio Revised Code and are to govern the conduct of the Board’s operation of the Bridge Park New Community Authority. The Board shall exercise all powers granted to it under Chapter 349 of the Ohio Revised Code pursuant to these by-laws, which shall become effective upon adoption by the Board and shall be subject to amendment only as provided in Article VI thereof.

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ARTICLE I
Offices

Section 1.1. Principal Office. The principal office of Bridge Park New Community Authority (the “Authority”) and of the Board of Trustees (the “Board”) shall be located at 555 Metro Place North, Suite 600, Dublin, Ohio 43017.

Section 1.2. Other Offices. The Board may establish other offices at such other places as shall be designated from time to time by the Board.

ARTICLE II BOARD OF TRUSTEES

Section 2.1. Powers. All of the powers of the Authority shall be exercised by its Board, but without relief of such responsibility the Board may delegate such powers to committees of the Board or the officers and employees of the Board.

Section 2.2. Number of Trustees. Pursuant to Section 349.04 of the Ohio Revised Code, Ordinance 14-15, passed on February 17, 2015, and Ordinance 25-15, passed on March 19, 2015, each by the City Council of the City of Dublin, the number of Trustees is fixed at seven (7), three (3) of whom are citizen members (“Citizen Members”) to represent the interests of present and future residents of the new community district established as of March 19, 2015 by the City Council of the City of Dublin by Ordinance 25-15, passed on March 19, 2015 (the “New Community District”), one (1) of whom is to serve as a representative of local government (Local Government Member), and three (3) of whom are to serve as representatives of Crawford Hoying Development Partners, Ltd. (the “Developer”) as the developer members (the “Developer Members”).

Section 2.3. Terms of Office. Each Trustee shall hold office for a term of two (2) years from the date of his or her appointment, except that two (2) of each of the initial Citizen Members and Developer Members, were appointed to serve an initial one (1) year term in order to provide the membership of the Board with two (2) year overlapping terms.

Section 2.4. Replacement by Elected Members. Section 5(d) of the Petition for Establishment of the Bridge Park New Community Authority as a New Community Authority under Ohio Revised Code (the “Petition”), which Petition was filed pursuant to Ohio Revised Code Section 349.03 by the Developer, as statutory developer for the purposes of Ohio Revised Code Chapter 349 of the New Community District, contemplates that certain bonds or notes (the “Bonds”) will be issued

by either the Authority or the Columbus-Franklin County Finance Authority for the purposes of financing Community Facilities, as that term is defined within the Petition. For so long as the Bonds shall remain outstanding, Trustees shall be appointed pursuant to the process set forth in Section 2.2 hereof. After the Bonds are no longer outstanding, Trustees shall be elected in accordance with the provisions of Ohio Revised Code Section 349.04 according to procedures established by the Board.

Section 2.5. Resignation and Removal. Any Citizen Member of the Board and the Local Government Member may resign by submitting his resignation to the City of Council of the City of Dublin, and such resignation shall take effect immediately or at such other time as the resigning Trustee may have specified in the written notice of resignation. Any Developer Member may resign by submitting his or her written resignation to the Developer, with a copy thereof to the Chairperson of the Board and a copy to the City Council of the City of Dublin. Any Citizen Member or the Local Government Member may be removed by the City Council of the City of Dublin at any time for misfeasance, nonfeasance, or malfeasance in office. Developer Members may be removed by the Developer at any time without showing of cause. Removal shall be accomplished by written communication from the removing authority delivered to the Chairperson and Secretary of the Board.

Section 2.6. Vacancies. A vacancy upon the Board shall be deemed to exist upon the death, incapacity, resignation, removal, or expiration of term of office of any Trustee. The City Council of the City of Dublin may appoint a successor Trustee for the remainder of an unexpired term to fill a vacancy for any of the Citizen Members or the Local Government Member. The Developer may appoint a successor Trustee for the remainder of an unexpired term to fill any vacancy of any Developer Member. The City Council of the City of Dublin shall fill vacancies by

legislation duly approved by the Council, a certified copy of which shall be delivered to the Chairperson and Secretary of the Board. The Developer shall fill vacancies by written notice delivered to the Chairperson and Secretary of the Board.

Section 2.7. Compensation. The Board may fix and from time to time alter compensation to be paid to Members of the Board for attendance at meetings, but no stated salary as such shall be paid to Members of the Board. In fixing or altering compensation the Board of Trustees may make a distinction between Citizen Members, Developer Members and Members who are otherwise employed full-time and serve on the Board of Trustees without forfeiting any of their compensation received by reason of their full-time employment elsewhere.

ARTICLE III OFFICERS

Section 3.1. Officers. The officers of the board shall be Chairperson, Vice-Chairperson, Secretary and Treasurer, and any other officers as the Board may additionally designate from time to time. The Chairperson and Vice-Chairperson shall be Members of the Board as elected by the Board. The Secretary and Treasurer of the Board shall be appointed by the Board. The Secretary, Treasurer, and any other officers may, but need not be, Members of the Board.

Section 3.2. Chairperson. The Chairperson shall preside at all Meetings of the Board (as such term is defined in Section 4.3), shall perform all applicable duties commonly incident to the position of chief executive officer of a board or commission of a public body or public agency in the State of Ohio, and shall have authority to exercise general supervision over the business of the Authority. The Chairperson shall be the chief executive officer of the Authority and the Board for the purpose of service of civil process, and is authorized to accept such service on behalf of the Authority or the Board; and shall perform such other duties and have such other powers as may be provided from time to time by the Board.

Section 3.3. Vice-Chairperson. The Vice-Chairperson shall perform the duties and have the authority of the Chairperson during the absence of the Chairperson or the inability of the Chairperson to perform his or her duties, shall preside at all Meetings of the Board in the absence of the Chairperson or when the Chairperson shall for any reason vacate the chair, and shall perform such other duties and have such other authority as may be provided from time to time by the Board. When performing the duties and having authority of the Chairperson, the Vice-Chairperson shall have all powers of the Chairperson. At any Meeting of the Board from which both the Chairperson and the Vice-Chairperson are absent, the Board, by a majority vote of those present, may select a member of the Board present to serve as presiding officer for that Meeting.

Section 3.4. Secretary and Treasurer.

(a) The Secretary and the Treasurer will report administratively to the Chairperson and will assist and inform the Chairperson and the Board in matters relating to the duties of those offices. Additional duties as are consistent with those respective positions may be assigned by the Board.

(b) The Secretary shall attend all Meetings of the Board and keep accurate records of the proceedings at such Meetings, which shall be attested by the Secretary, shall have such authority and perform such duties as are provided by law for such office and such as may at any time and from time to time, be assigned by the Board, shall have custody of and maintain all minutes, resolutions, records, documents and files of the Board except financial records, and shall certify any such minutes, resolutions, records or documents as true and exact copies thereof. Any seal of the Authority shall be maintained in the custody of the Secretary. The Secretary, if not a Member of the Board, may receive such compensation as the Board may from time to time provide and may be required by the Board to provide a surety bond.

(c) The Treasurer shall be the fiscal officer of the Authority and shall maintain all financial records of the Authority and accurate books of account of the Authority's financial transactions. The Treasurer, if not a Member of the Board may receive such compensation as the Board may from time to time provide and may be required by the Board to provide a surety bond.

The Treasurer shall have the care and custody of the funds of the Authority except as otherwise provided by the Board.

(d) Except for responsibilities which can be discharged only by the Secretary or the Treasurer personally, the Secretary or the Treasurer shall be deemed to have discharged their

respective responsibilities hereunder if they shall have caused the same to be discharged by another person properly authorized by the Secretary or Treasurer, as applicable, or by the Board.

Section 3.5. Assistants to Officers. The Board may appoint from time to time such assistants to officers, as the Board deems appropriate. Subject to the provisions of any such appointment, any such assistant officer shall perform any and all of the duties, and have the authority and powers of, the officer to whom such assistant is assistant, excepting only such duties, authority and powers that may, as provided by law or by the By-laws, only be fulfilled, performed or exercised by the officer himself, and shall perform such other duties and discharge such other responsibilities as the Board from time to time may require. The Board may require that an assistant officer provide a surety bond.

Section 3.6. Terms of Office. Except as the Board may otherwise provide, the terms of office for the Chairperson and Vice-Chairperson shall be one (1) year and until their respective successors take office; provided that if any such officer shall cease to be a member of the Board, he or she shall also cease to be such officer. Such officers shall be elected annually at the organizational Meeting of the Board (or at such other Meeting as established by the Board), and such officers shall take office upon their election. Terms of office for all officers other than the Chairperson and Vice-Chairperson shall be as specified by the Board and, if not specified, shall be at the pleasure of the Board.

Section 3.7. Resignation. Any officer of the Board may resign his or her position as such officer by giving written notice of such resignation to the Chairperson, provided that in the event of resignation of the Chairperson, such written notice shall be given to the Vice-Chairperson. Such resignation shall be effective as of the date stated in such resignation, or if there be no such date stated, then as of the date of its receipt by the proper officer. The officer receiving such

resignation shall promptly transmit notice of any such resignation to the Board, but no such resignation shall require acceptance by the Board.

Section 3.8. Removal. All officers who serve at the pleasure of the Board shall be subject to removal by the Board at any time.

Section 3.9. Vacancies. A vacancy in any office of the Board shall be filled by the Board for the unexpired term of such officer.

ARTICLE IV
Meetings

Section 4.1. Quorum. A majority of the Members of the Board shall constitute a quorum and the concurrence of a majority of a quorum shall be sufficient for any action taken by the Board, provided that a quorum is present when such concurrence is reached and a majority of those members constituting such quorum are Trustees not appointed by the Developer, as required by Chapter 349 of the Ohio Revised Code. Any number less than a quorum may adjourn a Meeting of the Board or recess it to a stated date and time.

Section 4.2. Place of Meeting. All Meetings of the Board shall be held at the Council Chambers of Dublin City Hall, 5200 Emerald Parkway, Dublin, Ohio 43017, designated alternate meeting places, or, subject to Section 4.3 hereof, at such other place as may be designated by the Board at a preceding Meeting of the Board, or as may be designated in the notice of the Meeting of the Board as hereinafter provided.

Section 4.3. Meetings.

(a) Regular meetings of the Board or of any duly appointed committee of the Board at which meeting a majority of the members of the committee are present (“Regular Meetings”) of which no notice need be given, shall be held on the dates and at the times and places as determined by motion of the Board or of the committee, as appropriate, duly adopted at a preceding regular meeting. The first Meeting of the Board and, annually thereafter, the first Meeting in that calendar year, will constitute the organizational Meeting at which officers are elected and regular meeting dates established.

(b) Special meetings of the Board or of any duly appointed committee of the Board at which meeting a majority of the members of the committee are present (“Special Meetings”) may be called at any time by the Chairperson, or the Vice-Chairperson, or the Secretary, or any

three Members of the Board, by giving notice, or causing notice to be given to all Members of the Board or the committee, as appropriate, of the date, hour and place of the meeting. Such notice may be given in writing, either electronically or otherwise, or orally in person or by telephone at least twenty-four (24) hours prior to the meeting, or by letter (i) mailed by postage prepaid first-class mail or sent by telegram, addressed to the residence or business address of each member, at least forty-eight (48) hours prior to the meeting or (ii) delivered to such residence or business address of each member at least twenty-four (24) hours prior to the meeting.

(Regular Meetings, Special Meetings, organizational meetings and Emergency Meetings (as defined in Section 5.4(d)) are collectively referred to in these By-laws as “Meetings”; such reference is intended to conform to the definition set forth in Section 121.22(B)(2), Ohio Revised Code).

(c) Notice of any Meeting need not be given to any member of the Board or member of a committee if such notice is waived by that member in writing before, during, or after such Meeting, or if that member shall be present at that Meeting. Any Special Meeting shall be a valid Meeting without notice having been given thereof if all of the Members of the Board or members of a committee shall be present at that Special Meeting. Any subject matter may be considered at any Meeting of the Board.

Section 4.4. Conduct of Meetings. Meetings of the Board shall be conducted in accordance with the following procedures:

(a) Order of Business: The business of Regular Meetings of the Board shall be transacted in the following order:

1. Roll call.

2. Submission of minutes of the preceding Regular Meeting and of any Special Meetings subsequent thereto.
3. Reports and communications from officers of the Board.
4. Other reports and communications.
5. Reports of standing committees.
6. Reports of special committees.
7. Consideration of pending resolutions and motions.
8. Introduction of new resolutions and motions.
9. Other business.
10. Adjournment.

(b) Resolutions and Motions: Action of the Board shall be by resolution or motion. Resolutions shall be in written form. Motions shall be presented, seconded, and acted upon, in accordance with this section. Upon request of any Member, any motion shall be reduced to writing. Any motion may be withdrawn by the maker with the consent of the second, before it has been amended or voted upon. All motions which have been entertained by the Member presiding at the Meeting, and the disposition thereof, shall be entered upon the minutes of the Meeting.

(c) Addressing the Meeting: Persons wishing to address the Board must make advance written request for time to present oral communications to the Board. This written request must be placed in the hands of the Chairperson or any Member of the Board for presentation to the Board at least two hours before the meeting of the Board at which such time is requested, and it must specify both the subject matter of the proposed communication and the amount of time requested. The Chairperson may allocate such time to such persons as requested

hereunder as in his or her discretion seems reasonable and feasible, subject to the right of the Board to provide a different allocation, or to end the discussion by a majority vote of the Members present.

(d) Vote: Any Member of the Board shall be permitted to change his or her vote until roll call has been verified and result declared. Subject to intervening rights of third parties, motions for reconsideration on any vote may be made by any Member who was in the majority on such vote, and any such motion must be made not later than the next Regular or Special Meeting following the Meeting at which such original vote was taken.

(e) Division of Question: If any question contains two (2) or more divisible propositions, the Member presiding at the Meeting may, and upon request of any Member shall, divide the same.

(f) Roberts' Rules of Order: To the extent not otherwise provided by these By-laws, Meetings shall be conducted in accordance with the latest published edition of Roberts' Rules of Order. Any rules of procedure may be waived by the affirmative vote of all Members of the Board present at the Meeting at which waived.

Section 4.5. Minutes.

The minutes of each Meeting shall be promptly prepared, filed and maintained in a minute book to be kept by the Secretary. With respect to each Meeting, there shall be shown in the minutes the date and place at which the Meeting was held, the names of the Members present, a summary of actions there taken, the resolutions and motions adopted and a record of the vote of each Member present. Resolutions adopted shall be identified in such minutes by appropriate reference to number of title. Said minute book shall be open to the inspection of the public at all reasonable times.

Section 4.6. Absence of Secretary. In the event the Secretary and any Assistant Secretary are absent from any Meeting which the Secretary or any Assistant Secretary is required to attend, the Member presiding at such Meeting shall designate a person, who need not be a Member of the Board, as acting secretary to record the minutes of the Meeting and attest any resolutions adopted at such Meeting; any such acting secretary may also certify as to the authenticity of any resolution adopted at such Meeting or to the correctness of a copy or extract of the minutes of such Meeting.

ARTICLE V
Rules for Notification of Meetings
to the Public and News Media

Section 5.1. Public Meetings and Purposes. Meetings of the Board and of any duly appointed committee of the Board at which meeting a majority of the members of the committee are present shall be held, and notice thereof given, in accordance with Section 121.22, Revised Code, and this Article V. The purposes of the rules contained in this Article V are: (a) to establish a reasonable method for any person to determine the time and place of all Regular Meetings and the time, place and purpose of all Special Meetings, (b) to make provisions for giving advance notice of Special Meetings to the news media that have requested notification, and (c) to make provisions for persons to request and obtain reasonable advance notification of all Meetings at which any specific type of public business is to be discussed. The rules contained in this Article V are in addition to any applicable legal requirements as to notices to Members of the Board or to others in connection with specific meetings or specific subject matters.

Section 5.2. Notice of Regular and Organizational Meetings.

(a) The Secretary of the Board shall publish a statement of the time and place of Regular Meetings (other than the organizational Meeting), if any, for each calendar year not later than the second day preceding the day of the first Regular Meeting (other than the organizational Meeting), if any, of the calendar year of the Board. (For purposes of this Article V, “day” means calendar day, and “publish” means to deliver a written notification in writing mailed, electronically transmitted, telegraphed or delivered to a newspaper of general circulation in the New Community District.) If at any time during the calendar year the time or place of Regular Meetings, or of any Regular Meeting, is changed on a permanent or temporary basis, a statement of the time and place of such changed Regular Meetings shall be so published by the Secretary at least twenty-four (24) hours before the time of the first changed Regular Meeting.

(b) The Secretary shall publish a statement of the time and place of any organizational Meeting of the Board at least twenty-four (24) hours before the time of such organizational Meeting.

(c) Upon the adjournment of any Regular or Special Meeting to another day, the Secretary shall promptly publish notice of the time and place of such adjourned Meeting.

Section 5.3. Notice of Special Meetings.

(a) Except in the case of an Emergency Meeting referred to in section 5.4(d) below, the Secretary shall, no later than twenty-four (24) hours before the time of a Special Meeting, publish a statement of the time, place and purposes of such Special Meeting.

(b) The statement under this Section 5.3 and the notifications under Section 5.4 shall state such specific or general purpose or purposes then known to the Secretary to be intended to be considered at such Special Meeting and may state, as an additional general purpose, that any other business as may properly come before the Board or any duly appointed committee of the Board at such Special Meeting may be considered and acted upon.

Section 5.4. Notice to News Media of Special Meetings.

(a) Any news medium organization that desires to be given advance notification of Special Meetings shall file with the Secretary a written request therefor.

Except in the event of an emergency requiring immediate official action as set forth in Section 5.4(d) below, a Special Meeting shall not be held unless at least twenty-four (24) hours advance notice of the time, place and purpose of such Special Meeting is given to the news media that have requested such advance notification in accordance with Section 5.4(b) below.

(b) News media requests for such advance notification of Special Meetings shall specify: the name of the medium, the name and address of the person to whom written

notifications to the medium may be mailed, telegraphed or delivered, and the names, addresses and telephone numbers (including addresses and telephone numbers at which notifications may be given either during or outside of business hours) of at least two (2) persons to either one of whom oral notification to the medium may be given.

(For purposes of this Article V, “oral notification” means notification given orally either in person or by telephone, directly to the person for whom such notification is intended, or by leaving an oral message for such person at the address, or if by telephone at the telephone number, of such person as shown on the records kept by the Secretary under this Article V. “Written notification” means notification in writing mailed, electronically transmitted, telegraphed or delivered to the address of the person for whom such notification is intended as shown on the records kept by the Secretary under this Article V, or in any way delivered to such person. If mailed, such notification shall be mailed by first-class mail, deposited in a U.S. Postal Service mailbox no later than the second day preceding the day of the Meeting to which such notification refers, provided that at least one regular mail delivery day falls between the day of mailing and the day of such Meeting.)

Any such request shall be effective for one (1) year from the date of filing with the Secretary or until the Secretary receives written notice from such medium canceling or modifying such request, whichever is earlier. Each requesting news medium shall be informed of such period of effectiveness at the time it files its request. Such requests may be modified or extended only by filing a complete new request with the Secretary. A request shall not be deemed to be made unless it is complete in all respects, and such request may be conclusively relied on by the Board, its duly appointed committee and the Secretary.

(c) The Secretary shall give such oral notification or written notification, or both, as the Secretary determines, to the news media that have requested such advance notification in accordance with Section 5.4(b) above, of the time, place and purposes of each Special Meeting, at least twenty-four (24) hours prior to the time of such Special Meeting.

(d) In the event of an emergency requiring immediate official action, a Meeting may be held without giving twenty-four (24) hours advance notification thereof to the requesting news media ("Emergency Meeting"). The persons calling such Emergency Meeting, or any one or more of such persons or the Secretary on their behalf, shall immediately give oral notification or written notification, or both, as the persons or persons giving such notification determine, of the time, place and purposes of such Emergency Meeting to such news media that have requested such advance notification in accordance with Section 5.4(b) above. The minutes or the call, or both, of any such Emergency Meeting shall state the general nature of the emergency requiring immediate official action.

Section 5.5. Notification of Discussion of Specific Types of Public Business.

(a) Any person, upon written request as provided herein, may obtain reasonable advance notification of all Meetings at which any specific type of public business is scheduled to be discussed.

Such person may file a written request with the Secretary specifying: the person's name, and the address and telephone number at or through which the person can be reached during and outside of business hours, the specific type of public business the discussion of which the person is requesting advance notification, and the number of calendar months (not to exceed twelve (12)) that the request covers. Such request may be canceled by request from such person to the Secretary.

Each such written request shall be accompanied by stamped self-addressed envelopes sufficient in number to cover the number of Regular Meetings during the time period covered by the request and an estimated number of twelve (12) Special Meetings. The Secretary shall notify in writing the requesting person when the supply of envelopes is running out, and if the person desires notification after such supply has run out such person must deliver to the Secretary an additional reasonable number of stamped self-addressed envelopes as a condition to receiving further notifications.

Such requests may be modified or extended only by filing a complete new request with the Secretary. A request shall not be deemed to be made unless it is complete in all respects, and such request may be conclusively relied on by the Board, its duly appointed committee and the Secretary.

(b) The Secretary shall give such advance notification under this Section 5.5 by written notification, or by oral notification, or both, as the Secretary determines.

The contents of written notification under this Section 5.5 may be a copy of the agenda of the Meeting. Written notification under this Section 5.5 may be accomplished by giving advance written notification, by copies of the agendas, of all Meetings that are the subject of such request.

Section 5.6. General.

(a) Any person may visit or telephone the office of the Secretary during that office's regular office hours to determine, based on information available at that office: the time and place of Regular Meetings, the time, place and purposes of any then known Special Meetings, and whether the available agenda of any such future Meeting states that any specific type of public business, identified by such person, is to be discussed at such Meeting.

(b) Any notification provided herein to be given by the Secretary may be given by any person acting in behalf of or under the authority of the Secretary.

(c) A reasonable attempt at notification shall constitute notification in compliance with this Article V.

(d) A certificate by the Secretary as to compliance with this Article V shall be conclusive upon the Board or its duly appointed committee.

ARTICLE VI
Construction and Amendment of By-laws

Section 6.1. Construction and Separability. Each Article and Section herein shall be construed, if and to the extent possible, in a manner consistent with the laws of the State of Ohio (and, particularly, Chapter 349 of the Ohio Revised Code) and the United States of America. If and to the extent that any provision or application thereof shall be deemed in conflict with any such laws, such provision or application thereof shall be void, but each provision shall be deemed separable from every other provision and its invalidity, or the invalidity of any application thereof, shall not affect any other provision or any lawful application thereof.

Section 6.2. Amendments. These By-laws, and any portions thereof, may at any time and from time to time be amended, supplemented, added to, superseded and changed by majority vote of the Board.

TAB #4

**BOARD OF TRUSTEES
BRIDGE PARK NEW COMMUNITY AUTHORITY**

The Board of Trustees (the “Board”) of the Bridge Park New Community Authority (the “Authority”) met on July 21, 2015 at 8:30 a.m. in the Council Chambers of Dublin City Hall, 5200 Emerald Parkway, Dublin, Ohio 43017, with the following members present:

M__.

M__.

M__.

M__.

M__.

M__.

M__.

M__ introduced the following resolution and moved its passage:

RESOLUTION NO. 2015-02

**A RESOLUTION ADOPTING A PUBLIC RECORDS POLICY AND A
RECORDS RETENTION SCHEDULE IN ACCORDANCE WITH OHIO LAW**

WHEREAS, the Ohio Public Records Act found in Ohio Revised Code Chapter 149 requires each public office, including a new community authority established under Ohio Revised Code Chapter 349, to maintain open records that are available for inspection by the public; and

WHEREAS, it is advisable to adopt a public records policy and records retention schedule ensuring compliance with all applicable requirements found in the Ohio Public Records Act.

NOW, THEREFORE, BE IT RESOLVED by the Board that:

Section 1. This Board hereby formally adopts the Bridge Park New Community Authority Public Records Policy (the “Policy”), which Policy is attached as Exhibit A to this Resolution, and the Bridge Park New Community Authority Records Retention Schedule (the “Schedule”), which Schedule is attached as Exhibit B to this Resolution.

Section 2. This Board hereby finds and determines that all formal actions taken relative to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements.

Section 3. This Resolution shall be in full force and effect immediately upon its passage.

M. _____ seconded the motion and, after discussion, a roll call vote was taken and the results were:

Voting Aye: _____

Voting Nay: _____

Passed: July 21, 2015

BOARD OF TRUSTEES, BRIDGE PARK
NEW COMMUNITY AUTHORITY

Attest: _____
Secretary Chairperson

CERTIFICATE

The undersigned Secretary of the Board of Trustees of the Bridge Park New Community Authority hereby certifies that the foregoing is a true copy of a resolution duly passed by the Board of Trustees of said Authority on July 21, 2015.

Secretary
Bridge Park New Community Authority

Exhibit A

Public Records Policy

**BRIDGE PARK NEW COMMUNITY AUTHORITY
DUBLIN, OHIO**

PUBLIC RECORDS POLICY

INTRODUCTION

As a public office in the State of Ohio, the Bridge Park New Community Authority (the “Authority”) is subject to the Ohio Public Records Act as provided in Ohio Revised Code Section 149.43 (the “Act”), which Act provides for prompt inspection of public records and requires that copies of existing public records be provided in a reasonable period of time. It is the policy of the Authority to strictly adhere to the Act.

DEFINITIONS

“**Record**” is defined by the Ohio Revised Code and generally includes any item that is kept by a public office that: (1) is stored on a fixed medium (items such as photographs, negatives, videos, maps, voice mails, e-mails, and computer files might constitute “records”); (2) is created, received, or sent under the jurisdiction of a public office, and (3) documents the organization, functions, policies, decisions, procedures, operations, or other activities of the public office.

“**Public Record**” is defined by the Ohio Revised Code and generally includes all records maintained by or for the Authority unless the records are specifically exempt from disclosure under the Ohio Revised Code or the disclosure of the record(s) is prohibited by state or federal law.

POLICY

Section 1. Availability of Public Records

It is the policy of the Authority that, as required by law, the Authority shall organize and maintain its records in a manner such that they can be made available for inspection or copying. The Authority will post this public records policy in a conspicuous location.

The Authority will provide prompt inspection of records, if requested. Public records will be available for inspection at all reasonable times during regular business hours between 8:30 a.m. and 4:00 p.m. Upon request, the Authority will make copies of public records available within a reasonable time and as outlined in this Policy.

Section 2. Records Requests

Public records requests need not be submitted in writing. The requester need not identify himself or herself, and will not be required to disclose the intended use of the requested information. Requesters are encouraged, but not required, to submit written requests that describe the documents sought in sufficient detail to assist the Authority in identifying the documents sought.

If a request is denied, in whole or in part, the requester shall be provided an explanation including the legal authority setting forth why the request was denied. Any information that is exempted from disclosure will be redacted from the document and the reason for the redaction noted.

Section 3. Time for Satisfying Public Records Requests

Each request should be evaluated for an estimated length of time required to gather the records. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable time. “Prompt” and “reasonable” take into account the volume of records requested, location of records, need for legal review, and any other factors which reasonably impact the time for satisfying a public records request.

Section 4. Costs for Public Records Requests

The Authority will only charge its actual cost for copies, unless the cost is otherwise set by statute:

- a. First ten (10) pages of regular 8.5 x 11 pages will be provided at no charge.
- b. All pages thereafter, eleven cents (\$.11) per page (double-sided is counted as one (1) page).

Upon request, the Authority shall provide copies of public records via the U.S. mail or by any other means of delivery transmission. The Authority may transmit documents electronically if in the Authority’s discretion, electronic transmission is feasible. There will be no charge for documents that are transmitted electronically. The Authority may require prepayment of the cost of copies in addition to costs associated with mailing such copies.

Section 5. Public Records Officer

The Authority has designated its duly-appointed Secretary and his or her successors to serve as its public records officer and records custodian.

Section 6. Application of Law

Notwithstanding the existence of this policy, the Authority hereby informs the public that it shall comply with the requirements of the Ohio Public Records Act, including, but not limited to, Section 149.43 of the Ohio Revised Code, and that the provisions of the Ohio Public Records Act, and any amendments thereto, supersede and take precedence over this policy. The Authority retains the right to amend this policy at any time in accordance with the Act.

Section 7. Effective Date and Revisions

Effective July 21, 2015

Exhibit B

Records Retention Schedule



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

Date Reviewed:

Form Scanned: _____

Section A: Local Government Unit

Bridge Park New Community Authority

Public Records Official,

Bridge Park New Community Authority: _____

Name

Date

Section B: Records Commission

Secretary, Board of Trustees
Bridge Park New Community Authority
c/o Crawford Hoying Development Partners, Ltd.
555 Metro Place North, Suite 600
Dublin, Ohio 43017
Telephone: 614-335-2020

Certification: I, the Chairperson of Bridge Park New Community Authority ("Authority"), hereby certify that the Authority met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that the Authority will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by the Authority.

Chairperson,

Bridge Park New Community Authority: _____

Name

Date

Section C: Ohio Historical Society - State Archives

Name

Title

Date

Section D: Auditor of State

Name

Date

Section E: Records Retention Schedule

Bridge Park New Community Authority
See attached Records Retention Schedule

BRIDGE PARK NEW COMMUNITY AUTHORITY

RECORDS RETENTION SCHEDULE

KEY TO SCHEDULE:

1000 - BOARD AND ADMINISTRATIVE RECORDS

2000 - EMPLOYEE RECORDS

3000 - BUILDING RECORDS

4000 - CENTRAL DEPARTMENT

5000 - FINANCIAL RECORDS

6000 - PAYROLL RELATED RECORDS

7000 – REPORTS

8000 - OTHER

Symbol meanings:

“After end of fiscal year” means the number of years specified plus the current year.

“Provided Audited” means the record series has been audited by the Auditor of State and the audit report released.

“Transient Records” means drafts, temporary records, or other records superseded by a later record documenting the same function, activity, policy, procedure, or other decision.

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule Number	Record Title and Description	Retention Period	For use by approving agencies	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
1000	BOARD AND ADMINISTRATIVE RECORDS				<input type="checkbox"/>
1101	Minutes	Permanent			<input type="checkbox"/>
1101.1	Audio Tapes	Two Years*			<input type="checkbox"/>
1102	Blueprints, Plans, Maps	Permanent			<input type="checkbox"/>
1103	Deeds, Easements, Lease, Abstracts	Permanent			<input type="checkbox"/>
1104	Board Policy Books and Other Adopted Policies	One Year After Superseded			<input type="checkbox"/>
1105	Administrative Regulations	One Year After Superseded			<input type="checkbox"/>
1106	Court Decisions	Permanent			<input type="checkbox"/>
1107	Claims and Litigation	Permanent			<input type="checkbox"/>
1201	Elections	Ten Years			<input type="checkbox"/>
1202	Records Commission (Records Disposal)	Ten Years			<input type="checkbox"/>
1203	Agreements (Bargaining and other)	Ten Years			<input type="checkbox"/>
1204	Budget Policy Files	Five Years			<input type="checkbox"/>
1301	Worker's Compensation Claims	Ten Years After Financial Payment			<input type="checkbox"/>

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

		made			
1302	Rank Depository Agreements	Four Years After Completion			<input type="checkbox"/>
1303	Organization Reports	Two Years**			<input type="checkbox"/>
1304	Board Meeting Notices	One Year			<input type="checkbox"/>
1305	Agendas	One Calendar Year			<input type="checkbox"/>
1901	Transient Records	Until Superseded			<input type="checkbox"/>
2000	EMPLOYEE RECORDS ("Employee Files" include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which became part of the file.)				
2101	Certificated Active Employee Files	Permanent			<input type="checkbox"/>
2102	Classified Active Employee Files	Permanent			<input type="checkbox"/>
2103	Certificated Inactive Employee Files	Permanent***			<input type="checkbox"/>
2104	Classified Inactive Employee Files	Permanent***			<input type="checkbox"/>
2105	Civil Rights, Civil Service and, Disciplinary Reports	Permanent***			<input type="checkbox"/>
2106	Retirement Letters	Permanent***			<input type="checkbox"/>
2107	Substitute Records	Twenty-Five Years			<input type="checkbox"/>
2201	Employee Contracts and Salary Notices	Four Years after Termination from employment			<input type="checkbox"/>
2202	Irregular Employee Contracts (Substitutes, etc.)	Four Years after Contract Expires			<input type="checkbox"/>

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

2203	Unemployment Claims	Four Years after final claim paid*			<input type="checkbox"/>
2204	Unemployment Records	Four Years**			<input type="checkbox"/>
2205	Applications (not hired)	Two Years**			<input type="checkbox"/>
2206	Schedules of Employees	Fiscal Year plus two years			<input type="checkbox"/>
2207	I-9 Immigration Verification Forms	Termination of Employment plus one year			<input type="checkbox"/>
2301	Job Descriptions	Until Superseded			<input type="checkbox"/>
2901	Transient Records	Until Superseded			<input type="checkbox"/>
3000	BUILDINGS RECORDS				
3101	Building Health Inspections	One Year*			<input type="checkbox"/>
3102	Receipts/Deposit Slips	Four Years**			<input type="checkbox"/>
3103	Budget/ Appropriation Records	Four Years**			<input type="checkbox"/>
3104	Req/Purchase Orders	Four Years**			<input type="checkbox"/>
3105	Supplies Inventories	Until Superseded			<input type="checkbox"/>
3901	Transient Records	Until Superseded			<input type="checkbox"/>
4000	CENTRAL DEPARTMENTAL RECORDS				
4101	Calendars	Five Years			<input type="checkbox"/>

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

4201	Repair, Installation and Maintenance Records	Four Years**			<input type="checkbox"/>
4202	Prevailing Wage Records	Four Years**			<input type="checkbox"/>
4203	Rental Information (Use of Facilities)	Four Years**			<input type="checkbox"/>
4204	Work Orders	Four Years**			<input type="checkbox"/>
4205	Environmental Reports and Data (Asbestos, etc.)	Four Years**			<input type="checkbox"/>
4206	Vandalism Reports	Four Years**			<input type="checkbox"/>
4207	Sales Potential Forms	Four Years**			<input type="checkbox"/>
4208	Bids and Specifications (Unsuccessful)	One Year**			<input type="checkbox"/>
4209	Bids and Specifications (Successful)	Four Years/ Completion of Project**			<input type="checkbox"/>
4210	Contractor Files (Resolutions, additions, Drawings, etc.)	Until Project Complete, if no Action Pending**			<input type="checkbox"/>
4301	Preventative Maintenance Reports	Fiscal Year Plus Two Years			<input type="checkbox"/>
4302	Warranty/Guarantee	Life/Warranty of Equipment			<input type="checkbox"/>
4303	Plant and Equipment Inventory	Until Superseded**			<input type="checkbox"/>
4304	Textbook/Workbook Inventory	Until Superseded**			<input type="checkbox"/>
4305	Supplies Inventory	Until Superseded**			<input type="checkbox"/>
4901	Transient Records	Until Superseded			<input type="checkbox"/>
5000	FINANCIAL RECORDS				

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

5101	Annual Financial Reports Appropriation Ledgers Budget Ledgers Revenue Journals Vendor Listing Check Register Purchase Order Listing Invoice List Account Reports Financial Summary Detail Reports	Five Years**			<input type="checkbox"/>
5102	Activity Fund Cash Journal and Ledger	Five Years**			<input type="checkbox"/>
5103	Bond Register	Twenty Years after issue expires			<input type="checkbox"/>
5104	Securities	Permanent***			<input type="checkbox"/>
5201	Investment Ledger	Five Years**			<input type="checkbox"/>
5202	Foundation Distribution	Five Years**			<input type="checkbox"/>
5203	Tax Settlements (Semi-Annual) and Advances	Five Years**			<input type="checkbox"/>
5204	Budgets (Annual)	Five Years**			<input type="checkbox"/>
5205	Insurance Policies	Fifteen Years After Expiration Provided all Claims Settled			<input type="checkbox"/>
5206	Contracts	Fifteen Years After Expiration			<input type="checkbox"/>
5207	Bonds and Coupons	Until Bond Issues Redeemed**			<input type="checkbox"/>
5208	Accounts Payable Ledgers	Five Years**			<input type="checkbox"/>

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

5209	Accounts Receivable Ledgers	Five Years**			<input type="checkbox"/>
5210	Budget Work Papers	Five Years**			<input type="checkbox"/>
5211	Vouchers, Invoices and Purchase Order	Ten Years**			<input type="checkbox"/>
5212	Travel Expense Vouchers	Ten Years**			<input type="checkbox"/>
5213	Unemployment Claims	Five Years			<input type="checkbox"/>
5214	Employee Bonds, Board Member Bonds	Five Years			<input type="checkbox"/>
5215	Certificate of Estimated Resources	Five Years			<input type="checkbox"/>
5216	Appropriation Resolutions	Five Years			<input type="checkbox"/>
5217	Tax Apportionments, Semi-Annual	Five Years			<input type="checkbox"/>
5301	Cancelled Checks and Bank Statements	Four Years**			<input type="checkbox"/>
5302	Publication Notice	Four Years**			<input type="checkbox"/>
5303	Investment Records (May include individual record of investments, bank confirmation, wire transfers, copy of CD etc-)	Four Years**			<input type="checkbox"/>
5304	Travel Expense Reports Board and Employees	Four Years**			<input type="checkbox"/>
5305	State Sales Tax Reports	Four Years**			<input type="checkbox"/>
5306	Check Registers	Four Years**			<input type="checkbox"/>
5307	Deposit Slips/ Cash Proofs	Four Years**			<input type="checkbox"/>

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

5308	Bids and Specifications (Accepted and Rejected)	Four Years**			<input type="checkbox"/>
5309	Receipt Books	Four Years**			<input type="checkbox"/>
5310	Extra Trip Records	Four Years**			<input type="checkbox"/>
5311	Monthly Financial Reports	Four Years**			<input type="checkbox"/>
5312	Accounting Data	Four Years**			<input type="checkbox"/>
5313	Contracts: Service	Four Years**			<input type="checkbox"/>
5314	Delivery/Packing Slips	One Year**			<input type="checkbox"/>
5315	Requisitions	One Year*			<input type="checkbox"/>
5901	Transient Records	Until Superseded			<input type="checkbox"/>
6000	PAYROLL RELATED				
6101	Payroll Ledgers Bi-Weekly Payroll Reports Quarterly Payroll Reports	Permanent***			<input type="checkbox"/>
6102	Earnings Registers By Staff Member By Calendar Year	Permanent***			<input type="checkbox"/>
6103	Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc.)	Permanent***			<input type="checkbox"/>
6201	Bureau of Employment Service Quarterly Reports	Seven Years			<input type="checkbox"/>
6301	W-2 (Employer Copy)	Six Years and Current**			<input type="checkbox"/>
6302	Federal Income Tax (Quarterly/Annual)	Six Years and Current**			<input type="checkbox"/>

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

6303	Ohio Income Tax (Monthly/Annual)	Six Years and Current**			<input type="checkbox"/>
6304	City Income Tax (Monthly/Annual)	Six Years and Current**			<input type="checkbox"/>
6305	School Income Tax (Monthly/Annual)	Six Years and Current**			<input type="checkbox"/>
6306	Payroll Reports (All Reports Used for Each Payroll — Computer Generated — except those listed under 7001, and 7102-3 above)	Four Years**			<input type="checkbox"/>
6307	Payroll Update listings	Four Years*			<input type="checkbox"/>
6308	Payroll Calculations	Four Years**			<input type="checkbox"/>
6309	Annuity Reports	Four Years**			<input type="checkbox"/>
6310	Benefit Folder/ Report	Four Years**			<input type="checkbox"/>
6311	Employee Request and/or Authorization (Sick, Vacation, Personal, or Other Leave)	Four Years**			<input type="checkbox"/>
6312	Deduction Reports Voluntary Employment Payroll Deductions	Four Years**			<input type="checkbox"/>
6313	Employee Vacation/ Sick Leave Records	Four Years**			<input type="checkbox"/>
6314	Time Sheets	Six Years			<input type="checkbox"/>
6315	Overtime Authorization	Six Years			<input type="checkbox"/>
6316	Employee Insurance Bills, Medical, Dental, Life	Four Years**			<input type="checkbox"/>
6317	Paycheck Register (Not Ledgers)	Four Years*			<input type="checkbox"/>
6318	Payroll Bank Statement	Four Years**			<input type="checkbox"/>

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

6401	Deduction Authorization	Until Superseded or Employee Terminated			<input type="checkbox"/>
6901	Transient Records	Until Superseded			<input type="checkbox"/>
7000	REPORTS				
7101	State Audit Reports	Five Years			<input type="checkbox"/>
7102	County Auditor, Annual Wages (for W.C.)	Five Years			<input type="checkbox"/>
7103	County Auditor: Bank Balance Certification	Five Years			<input type="checkbox"/>
7104	Transportation	Four Years**			<input type="checkbox"/>
7901	Transient Records	Until Superseded			<input type="checkbox"/>
8000	OTHER				
8101	Personnel Directory	Ten Years			<input type="checkbox"/>
8102	Handbooks, Employee	Until Superseded			<input type="checkbox"/>
8103	Directives, Standards, Laws from Local State and Federal Governmental Agencies	Until Superseded			<input type="checkbox"/>
8901	Transient Records	Until Superseded			<input type="checkbox"/>

TAB #5

**BOARD OF TRUSTEES
BRIDGE PARK NEW COMMUNITY AUTHORITY**

The Board of Trustees (the “Board”) of the Bridge Park New Community Authority (the “Authority”) met on July 21, 2015 at 8:30 a.m. in the Council Chambers of Dublin City Hall, 5200 Emerald Parkway, Dublin, Ohio 43017, with the following members present:

M___. _____
M___. _____
M___. _____
M___. _____
M___. _____
M___. _____
M___. _____

M___. _____ introduced the following resolution and moved its passage:

RESOLUTION NO. 2015-03

A RESOLUTION PROVIDING FOR THE ADOPTION OF INSURANCE AND
BOND COVERAGE FOR THE AUTHORITY AND THE BOARD, IN PART,
PURSUANT TO OHIO REVISED CODE SECTION 349.04.

WHEREAS, the Bridge Park New Community Authority (the “Authority”) has been created and the Board of Trustees of the Authority (the “Board”) has been appointed pursuant to the authority contained in Ohio Revised Code Chapter 349; and

WHEREAS, it is necessary to extend and approve bond coverage for each of the members of the Board pursuant to Ohio Revised Code Section 349.04 and an insurance coverage plan for the Authority and the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board that:

Section 1. The Chairperson, Vice-Chairperson and Treasurer, together or individually, are authorized to obtain the bond coverage and insurance coverage necessary for the Board and the Authority and agree to such coverages provided therein on behalf of the Authority and the Board, including by executing any documents necessary to secure such coverages. The Chairperson, Vice-Chairperson and Treasurer, together or individually, are authorized to cooperate with the Authority’s legal counsel to obtain the necessary bond coverage and insurance coverage.

Section 2. This Board hereby finds and determines that all formal actions taken relative to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements.

Section 3. This Resolution shall be in full force and effect immediately upon its passage.

M_. _____ seconded the motion and, after discussion, a roll call vote was taken and the results were:

Voting Aye: _____

Voting Nay: _____

Passed: July 21, 2015

BOARD OF TRUSTEES, BRIDGE PARK
NEW COMMUNITY AUTHORITY

Attest: _____
Secretary Chairperson

CERTIFICATE

The undersigned Secretary of the Board of Trustees of the Bridge Park New Community Authority hereby certifies that the foregoing is a true copy of a resolution duly passed by the Board of Trustees of said Authority on July 21, 2015.

Secretary
Bridge Park New Community Authority